

# **Mona Shores Public Schools**

## **Mobile Laptop Carts Request for Proposal (RFP)**



## **Relevant Dates**

### **Release of Bid Document**

May 11<sup>th</sup>, 2005

### **Intent to Bid Form Due**

May 18<sup>th</sup>, 2005 2:00pm

### **Bid Due Date and Public Opening**

May 27<sup>th</sup>, 2005 2:00pm

Administration Building – Room 21

3374 McCracken

Muskegon, MI 49441

### **Installation Schedule**

Work shall be scheduled in conjunction with District officials. Anticipated schedule of work is June 6<sup>th</sup>, 2005 – August 19<sup>th</sup>, 2005.

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## **SECTION 1.0 - Invitation of Bids**

**Owner:** Mona Shores Public Schools (MSPS)

**Project:** Mobile Laptop Carts

**Architect-Engineer:** Successful bid response

**Due Date:** Until **2:00 P.M.** local time, on **May 27, 2005** the owner will receive proposals for work as herein set forth in the office of Superintendent. All bids must be received at the below location no later than the date and time specified. The bid opening will be public.

### **Mona Shores Public Schools**

Lane White Jr., Director of Technology

Technology Services – Mobile Laptop Carts RFP

3374 McCracken St

Muskegon, MI 49441

Voice: (231) 780-4751 ext. 8234

Email: [lwhite@monashores.net](mailto:lwhite@monashores.net)

For technical information regarding this bid send email to:

Email: [prangerc@monashores.net](mailto:prangerc@monashores.net)

### **PROPOSALS ARE INVITED FOR THE FOLLOWING:**

This Request for Proposal (RFP) documents Mona Shores Public Schools (MSPS) requirements for Mobile Laptop Classroom Cart setups. The carts will be used throughout the District buildings as portable classroom devices. This Request for Proposal (RFP) is intended to provide a standard base from which to evaluate vendor's solutions and to allow the vendor flexibility in proposing the most appropriate and cost-effective system. The acceptance of a proposal does not obligate MSPS to purchase a system from any vendor.

## **SECTION 2.0 - General Bid Specifications**

To facilitate the evaluation and comparison of bids, we require that all prospective vendors/contractors (vendors) prepare their bids to conform to the guidelines set forth in the following paragraphs.

### **BID SUBMISSION**

All bids must be submitted as defined by MSPS. Vendors must return their bids in a sealed envelope. Submission of a bid is a conclusive presumption that the vendor is familiar with the RFP and Specifications and that the vendor understands and agrees to abide by each and all of the stipulations and requirements contained herein. Vendor must return bid intact. **DO NOT DETACH ANY PAPERS OR PAGES FROM THE BID.** Each bid should be prepared simply and economically, providing a straightforward concise description of the vendors approach and ability to meet Mona Shores Public Schools needs, as stated in this RFP.

### **BID FORMAT**

To facilitate the comparison of vendor bids, it is **required** that each bid be organized into the following sections:

1. Company background and local branch organization support.
2. Detailed description of equipment and components.
3. Responses to all requirements as specified in this RFP.
4. Specific statements concerning those areas where the bid differs from the specifications should be presented.
5. Completed forms from the APPENDIX section of this RFP.
6. A minimum of five customer references and contacts, schools if possible.
7. Anticipated vendor contact and detailed schedule for installation of equipment.
8. Additional information may be provided at the vendor's discretion.

### **BIDS**

An authorized officer and/or employee of the company appearing on the RFP must sign the bid. The signature represents binding commitment upon the company to provide such goods and/or services offered to MSPS should it be determined the finalist vendor.

### **BID PREPARATION COSTS**

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this RFP, including reasonable product demonstrations.

### **BID MODIFICATIONS**

Clarifications, modifications, or amendments may be made to the RFP at the discretion of MSPS. Should any such changes be made, all recipients of the RFP shall receive copies of the text of such changes. Bidders should submit bids that meet the bid specifications. Bids that do not meet specifications must be marked "Alternate" and the deviations from the specifications noted for the bid to receive consideration. Alternate bids will receive greater consideration when included with a bid that meets specifications.

## STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor proposes to include as part of any agreement resulting from this bid between the vendor and MSPS **must** be submitted as part of the bid. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected by the District. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements.

## RECEIPT OF BIDS

It is the vendor's responsibility to insure that bids are received by MSPS prior to the date and time specified in Section I of this RFP. This responsibility rests entirely with the vendor, notwithstanding delays resulting from postal handling or for any other reasons. Bids shall be accepted at any time during the normal course of business only, said hours being 7:30 a.m. to 4:30 p.m. Eastern Standard Time, Mondays through Fridays, up until the scheduled bid due date and time as specified in Section 1.0. **Late bids will not be accepted.**

## AWARD

MSPS is under no obligation to accept the lowest bid, however, any bid that is accepted must be considered the lowest responsible bid as required by law. The "Lowest Responsible Bid" is determined by due diligence with consideration to the following:

1. Level of responsibility of vendor.
2. Ability of vendor to perform efficiently.
3. Terms (including cost) that are most beneficial to MSPS.

MSPS reserves the right to award by item, group of items, or total bid. MSPS further reserves the right to reject any or all bids, or to accept any bid in part or reject it in part and to waive any minor informality or irregularity in bids received if it is determined that the best interest of MSPS will be served by doing so. MSPS shall not be obligated to award a contract solely on the basis of any response made to this Request for Bid, nor does MSPS intend to, nor will it be obligated to pay for the information solicited or obtained. MSPS retains the right to qualify or disqualify bidders on the basis of available information pertaining to their service and/or the suitability of the goods or services bid. No bid shall be accepted from or contracted to any person who is in arrears to MSPS upon debt through contract, or who is the defaulter of security or otherwise upon an obligation to MSPS or who shall in other respects be disqualified. The vendor to whom the award is made will be notified at the earliest possible date. The tentative acceptance of the bid and award of the contract will be by a notice in writing and mailed to or delivered at the office of the vendor designated in the bid. **All prices proposed by the vendor must be firm for a minimum of 120 days from the due date of the bid, unless specified otherwise in the Bid Specifications Section of the Bid.**

## QUALIFICATION

The selected vendor shall have a proven track record of performing work of a similar nature to the project described here-in and have successfully completed projects of the type described here-in. The vendor shall submit the names of previous customers as references and include the name of the entity, contact person, telephone number, and a brief project description.

## **RIGHT TO REQUEST ADDITIONAL INFORMATION**

MSPS reserves the right to request any additional information that might be deemed necessary after receiving vendors' bids.

## **INSURANCE**

The finalist vendor, at its expense, must maintain during the term of this and any subsequent Contract the following insurance policies with Mona Shores Public Schools named as the additional insured:

1. Professional Liability Insurance with minimum limits of \$1 million dollars per occurrence and \$1 million dollars aggregate.
2. Workers' compensation insurance that meets Michigan statutory requirements.
3. Comprehensive General Liability Insurance with minimum limits of bodily injury of \$500,000 each person and \$1 million dollars aggregate and with minimum limits for property damage of \$500,000 each occurrence and \$1 million dollars aggregate.
4. Comprehensive Automobile Liability (including hired and non-owned vehicles) with Michigan no-fault coverage, with minimum limits for bodily injury of \$500,000 each person and \$1 million dollars each accident and with minimum limits for property damage of \$500,000 each accident.
5. Professional errors and omissions coverage with minimum limits of liability of \$1,000,000.00.

If, during the term of any subsequent contract, changed conditions or other pertinent factors, should in the reasonable judgment of MSPS, render inadequate the insurance limits, the finalist vendor will furnish on demand such additional coverage as may reasonably be required and available under the circumstances. The insurance must be affected under valid and enforceable policies, issued by recognized, responsible Michigan insurers whom are well rated by national rating organizations. Insurance policies must name the finalist vendor as the insured, along with MSPS as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the vendor to MSPS. The vendor must submit certificates evidencing that the insurance to MSPS at the time the vendor executes the contract, and at least 15 days prior to the expiration dates of expiring policies. In addition to the above, the vendor shall to the fullest extent permitted by law defend, pay in behalf of, indemnify and hold harmless MSPS, its elected and appointed officials and employees against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from MSPS by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

## **WORK REQUIREMENTS**

The vendor assumes full responsibility to carefully examine the work requirements before submitting a bid. All bids shall take into consideration all such conditions as may affect the work under this contract. The vendor shall verify all conditions, locations, etc., in order to achieve full understanding of the scope, nature, and character of the work. The submission of a bid automatically implies that the vendor is thoroughly familiar with the work to be performed and Mona Shores Public Schools requirements and expectations.

**WORKMANSHIP**

All work and services provided under this agreement by the vendor shall conform to standard, state-of-art practices for this class and type of work. All services shall be performed in the best and most workman like manner by personnel skilled in their respective trades. The standards of the work required in all phases of this engagement shall be of such grade as will bring results of "First class" only. Once the project installation begins by execution of a purchase document all work by the vendor shall be completed in the most expedient manner possible.

**SERVICE & WARRANTY INFORMATION**

The vendor shall **fully** describe the terms of the warranty, for both parts and labor, to begin upon the product acceptance, including the following:

1. Customer Service Support
2. Warranty Period Maintenance
3. Extended Warranty
4. License Fees, if any

Information relating to parts availability and service facilities will receive consideration.

**SPECIFIC WARRANTY**

The warranty period shall start with the installation date, but not later than 60 days from receipt of equipment, or if the installation date cannot be established, with the date of shipment.

**EQUIPMENT CONDITIONS**

All equipment shall be new and free from corrosion, scratches, or other such defects that affect the functionality or present any other than new appearance.

**EQUIPMENT DESIGN**

All equipment shall be of current manufacture and design and shall reflect the latest advances in the state of the art to insure against early obsolescence. All equipment shall meet latest OSHA and MI-OSHA standards.



## **EQUIPMENT STANDARD &/OR EQUIVALENT**

Where one certain kind, type, or brand of a manufacturer of equipment or materials is referenced; it is done to indicate the type of equipment desired and to establish the minimum acceptable standard of quality, performance, design, and efficiency. This shall not be construed to mean that the certain type or brand indicated is the only one acceptable.

## **DOCUMENTATION**

The vendor shall, throughout the completion of the project, provide to the District a file storage system that shall include all necessary equipment (file drawers, folders, dividers, etc.), all as-built drawings, owners manuals of all equipment installed, warranty and maintenance information and other information the Contractor and District deem necessary.

Each Contractor shall be responsible for providing thorough, timely documentation on all hardware and software. The documentation shall include but not limited to:

- Equipment description, Equipment make and Model number
- Software release
- Date installed
- Manufacturer's warranty
- Maintenance contract terms
- Verification of maintenance contract engagement
- Telephone numbers for service and support throughout length of maintenance contract
- Photocopy of original invoice from manufacturer or distribution source listing make and model of equipment and warranty start date

## **SHIPPING OF EQUIPMENT**

All shipping and insurance costs to and from the site shall be included in the Vendor's bid. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. The district shall make no payments to any firm concerning the shipment, installation and delivery of equipment which is not a part of this Agreement and for which exact payments are not described. Vendor shall be responsible for all arrangements for the shipment of equipment to MSPS and movement of the equipment from insured protective storage areas to the prepared site.

## **TRAVEL EXPENSES**

The bid shall include anticipated travel time and expenses incurred by the vendor during the project.

## **SUBCONTRACTORS**

Vendors may use subcontractors in connection with the work performed under this Agreement. When using subcontractors the Vendor must obtain written prior approval from the District for activities or duties to take place at the District site. In using subcontractors, the Vendor agrees to be the single point of contact and responsible for all their acts and omissions to the same extent as if the subcontractors were employees of the Vendor.

### **FEDERAL OR STATE SALES, EXCISE, OR USE TAXES**

Every bid shall separately state and set forth therein the amount of any and all Federal or State sales, excise or use taxes included in bid prices. If any such taxes are included in prices bid, MSPS reserves the right in making an award to deduct any amount thereof for the payment of which MSPS will execute appropriate tax exemption certificates justifying any such tax deductions from bid prices. As a governmental entity, MSPS is exempt from taxes of all kinds.

### **CONTRACT DISPUTES**

Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Michigan.

### **MSPS REPRESENTATIVES**

The vendor shall allow during the term of this contract, and while work is in progress, MSPS Representative to view, inspect, or otherwise observe the work in progress.

### **PRIME VENDOR RESPONSIBILITIES**

The selected vendor will be required to assume full responsibility for all services offered in their bid. Further Mona Shores Public Schools requires that a vendor contact be assigned by the selected vendor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.

### **NON-COLLUSION**

The bidder and the undersigned certifies that this bid has not been made or prepared in collusion or cooperation with any other bidder, or representative thereof, and the prices, terms, or conditions of the bid have not been communicated by or on behalf of the bidder to any other bidder or potential bidder and will not be so communicated to any other bidder or potential bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Also, it will be subject to the provisions of the USC Section 1001, relating to the making of false statements.

### **NON-DISCRIMINATION CLAUSE**

In the performance of any contract or purchase order resulting here from, the vendor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions for privileges of employment, or any matter directly or indirectly related to employment, because of his race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, or handicap. The vendor **further** agrees that every subcontract entered into for the performance of any contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to Act No. 453 of the Public Acts of the State of Michigan of 1976, as amended, and any breach thereof may be regarded as a material breach of the contract or purchase order.

### **INDEMNIFICATION**

The vendor shall indemnify, save harmless and defend MSPS, and each member thereof individual, as their interest may appear, for and from all claims, demands, payments,

actions, recoveries, and judgment of every name and description, brought or recovered against them, or either or any of them, for or on account of, any personal injuries or damages to property received or sustained by any person or persons whomsoever, by reason of any act or omission of the said contractor, his agents, servants, or subcontractors in the performance of this work.

### **CANCELLATION OF CONTRACT**

Cancellation of the contract by MSPS may be for (a) default of the contractor, or (b) lack of further need for the service or commodity. Default is defined as the failure of the contractor to fulfill the obligations of the bid, contract, or purchase order. In case of default by the contractor, MSPS may immediately cancel the contract or purchase order by providing the contractor with a written notice of such cancellation and beginning the procurement of the articles or services from other sources, and hold the contractor responsible for any excess costs occasioned thereby. In the event MSPS no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, MSPS may cancel the contract or purchase order, without further liability to MSPS, by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

### **FREEDOM OF INFORMATION ACT**

Information submitted in vendor bids becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the vendor's bid, which is company confidential, must be clearly identified in the bid itself.

### **ADVERTISEMENT**

The laws of the State of Michigan, MSPS purchasing policies and the legal advertisement for contractors and purchases, are made a part of any agreement entered into in the same respect as if specifically set forth in that agreement.

### **COST QUOTATION**

MSPS requires that bids include firm pricing for training, maintenance/licensing agreements, implementation/installation services, and modifications required to satisfy the RFP. Financing alternatives available from the vendor may be presented. All vendor bids are required to be offered for a term not less than 120 calendar days in duration unless specified otherwise in the Bid Specifications Section of the Bid.

### **TERMS**

No prepayment of any kind will be made prior to shipment. The terms of this contract shall commence upon execution of a purchase order or contract by the authorized parties.

### **BID FORMS**

The APPENDIX section contains various forms that should be prepared and submitted along with the bids. The intent of providing such forms is to ensure comparability between bids.

## WORKSITES

- Administration Building  
3374 McCracken  
Muskegon, MI 49441
- Campbell Elementary  
1355 Greenwich  
Muskegon, MI 49441
- Churchill Elementary  
961 Porter  
Muskegon, MI 49441
- Lincoln Park Elementary  
2951 Leon  
Muskegon, MI 49441
- Ross Park Elementary  
121 Randall  
Muskegon, MI 49441
- Middle School  
1700 Woodside  
Muskegon, MI 49441
- High School  
1121 Seminole  
Muskegon, MI 49441

## SECTION 3.0 - Instructions to Vendors

Responses to this Request for Proposal (RFP) must comply with the instructions that follow. Failure to do so may disqualify a bid response. **THREE COMPLETE COPIES OF PROPOSALS** should be returned to the following address:

**Mona Shores Public Schools  
Technology Services – Mobile Laptop RFP  
Attn: Lane White Jr.  
3374 McCracken St  
Muskegon MI 49441**

All copies of completed proposals are due at the above address no later than **May 27, 2005 2:00pm. *Late proposals will not be considered. Facsimile replies will not be considered.*** It is the responsibility of the Bidder to confirm that the bid was received on time. Proposals are considered firm for 120 days. Vendors shall respond to all sections and sub sections of the RFP. Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support.

### **Key Decision Criteria**

- **\*\*\* Pricing offered \*\*\***
- **Vendor's strength and services**
- **Vendor's ability to fully satisfy each term and condition of the RFP**
- **Overall value the Vendor provides to the District**
- **Financial stability of company**
- **Technical expertise demonstrated and/or available**
- **Customer references**

MSPS asks that the Vendor make available a laptop in the proposed configuration for evaluation purposes. Vendors should include any and all documentation to support the above points for evaluation in selecting a vendor. Any other factors arising in the evaluation process not stated above may be used in determining which proposal will be accepted. Mona Shores Public Schools reserves the right to solicit additional information from the vendors to determine which vendor best meets the needs of Mona Shores Public Schools. Additional information may include (but is not limited to) past performance records, list of available personnel, and any other pertinent information. Proposals and price quotations may be subject to public review after issuance of a final purchase order by the Mona Shores Public Schools. Vendors responding to this proposal are cautioned to not include any proprietary information as part of their proposal unless such proprietary information is clearly and carefully identified by page number in your bid response. Exclusion of entire bid document as proprietary material is expressly prohibited. **Vendors must include a detailed itemized list with itemized pricing for products and their respective configuration add-ons/options. Failure to provide this can result in disqualification of the bid.**

## SECTION 4.0 – Proposed Wireless Laptop Computer Specifications

The district will be purchasing **300 wireless laptop computers**. **Tier one computer vendors are the only acceptable equipment providers**. Specifications are as follows:

- 4-year warranty with accidental damage coverage
- Intel Chipset
- 256mb of memory minimum
- 40 GB hard drive minimum
- 14" color LCD screen minimum
- Integrated 802.11g/b capable wireless
- Integrated wireless antenna
- Second battery option
- Dual battery capability (must have ability to contain, use and charge both batteries at same time)
- No floppy disk drives are necessary
- No CD/DVD drives are necessary
- Integrated 10/100 Ethernet
- 80 watt or greater A/C power supplies
- 1.3Ghz minimum processor, Celeron is acceptable
- Microsoft Windows XP Professional OS license

Mona Shores Public Schools is also interested in the following services:

- Portable cart to house 15 laptops each
  - 20 carts total
  - Carts will be key lockable
  - Carts must have at least 2 locking casters
  - Carts must come with at least 2 sets of keys each
  - Carts must have built in power strips with at least 20 receptacles
- Provide low end workgroup B&W laser printer for each cart
- Provide 5 port 10/100 switch for each cart (NetGear Model FS105 preferred)
- Provide Cisco Aironet 1200 series 802.11b/g capable access point for each cart
- Installation that consists of:
  - Remove laptops from packaging
  - Remove carts from packaging
  - Dispose of packaging
  - Document serial numbers and MAC addresses for each laptop
  - Label each laptop with a District specified naming convention
  - Label each cart bay to match laptop naming convention
  - Place a district prepared image on each computer
  - Setup power and A/C adapters in the carts
  - Place laptops in carts

## SECTION 5.0 - Implementation

### Project Management

- **Project Plan** - Bidders are required to supply a complete description of the key activities required for the installation of the proposed system.
- **Project Organization Chart** - In the project plan, the bidder will include a project organization chart with the reporting relationships of project team members and other key personnel. An escalation matrix should also be included.
- **Responsibility Matrix and Project Schedule** - A master project schedule must be included, along with a work responsibility matrix, identifying the tasks the vendor will perform and the tasks MSPS is expected to perform to successfully implement the new system.

### Installation Requirements

- **Responsibility** - The selected vendor is solely responsible for the completed system as outlined in Section 4.0 for the new carts and laptops.

## SECTION 6.0 - Service, Support and Warranty

- Vendor service personnel must be accessible during normal business hours.
- Vendor service personnel must be able to be on site within 4 hrs to assist in isolating major system software or hardware problems during installation and until final acceptance.
- Clarify when warranty period begins. (Installation, delivery, final acceptance)
- All software and hardware that may be required to correct system anomalies or functional problems within one year from the date of final acceptance must be provided at no cost.
- Appropriate software tools should be made available to Mona Shores Public Schools. Mona Shores Public Schools staff should be trained on the installed system(s).
- The Vendor shall explain how spare parts are stocked (on customer premise, in Vendor's inventory, etc.). The Vendor shall also explain the manufacturer's parts replacement program.
- Telephone engineering support to assist the District with current and future configuration and design support.
- Provide on-site hardware and software upgrades annually to maintain evolving standards.

## **SECTION 7.0 - Installation, Test and Acceptance**

- The equipment will be installed and tested in a professional manner by manufacturer trained and qualified personnel.
- The vendor will be responsible to provide all required installation material. In the case that the successful equipment vendor is different from the installation vendor.
- The successful equipment bidder shall deliver equipment to the Mona Shores Public Schools on the due date specified in the Relevant Dates section of this RFP.
- The vendor shall furnish, install and configure all equipment at the locations identified by Mona Shores Public School's technical team.
- The vendor shall present and work with the school appointed technical lead person to develop the best possible configuration scheme to allow seamless integration into the existing network(s).
- The vendor shall be responsible to provide "as built" documentation and within three weeks from the project completion date.
- The vendor shall be responsible to acquire all test equipment(s) and miscellaneous installation material to bring the System "in service".
- The vendor shall install and test all components in accordance with the manufacturer's written policy and guidelines.
- The vendor shall keep the work place clean and tidy. All disposable material, debris, etc shall be disposed, in accordance with manufacturers, school and state guidelines. Mona Shores Public Schools reserves the right to request the contractor to simulate network traffic tests to verify that the proposed devices meet or exceeds the manufacturers published specifications.
- All system hardware and software features and configuration shall be tested in conjunction with Mona Shores Public Schools technical team.
- Final acceptance of the system shall be in writing by Mona Shores Public Schools Project Manager after 30 days of error free operation. Error free implies no outstanding issues, or downtime and full contract functionality.



## APPENDIX A - Intent to Bid Form

Please submit the following form if you intend to bid. Forms must be received on or before **May 18th, 2005 2:00pm**. Only bidders which have returned the "Intent to Bid Form" will be notified of any addendum to this RFP.

Company Name \_\_\_\_\_

Vendor Equipment Proposed: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax. No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please submit form to:

**Mona Shores Public Schools**

Technology Services – Mobile Laptop Cart RFP

Attn: Lane White Jr.

3374 McCracken St.

Muskegon, MI 49441

## **APPENDIX B - Bid Signature Form**

The undersigned declares that he/she has carefully examined all the items of the Request for Proposal (RFP) and that he/she fully understands the requirements of the same. Bids shall include installation as specified, and the successful bidder shall obtain all required permits.

Bids to include any shipping charges F.O.B. Muskegon, Michigan.

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

(Person executing bid and official capacity)

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## APPENDIX C – Cost Analysis Form

Wireless Laptop Computers	
Wireless Laptop Computers	\$
Carts	\$
5 port switches	\$
Access Points	\$
Printers	\$
Installation Labor	\$
<b>Sub Total</b>	\$
	\$
<b>Grand Total</b>	\$

<b>Bid Security</b> (Bid Bond or certified check made out to "Mona Shores Public Schools" in an amount equal to 5% of the bid total. Certified check will be returned once the bid has been awarded/rejected and no losses or damages have been incurred by MSPS as a result of withdrawal of the bid or failure of the bidder to enter a contract for performance.) MCL 380.1267 (4)	\$
<b>Performance Bond</b> (In an amount not less than 25% of the contract amount. Applicable only for contracts exceeding \$50,000 for the construction, alteration, or repair of a MSPS building or improvement. Required upon the award of the contract.) MCL 129.201 & 129.202	\$
<b>Payment Bond</b> (In an amount not less than 25% of the contract amount. Applicable only for contracts exceeding \$50,000 for the construction, alteration, or repair of a MSPS building or improvement. Required upon the award of the contract.) MCL 129.201 & 129.203	\$

## APPENDIX D - Vendor Background Questionnaire

Please state the date your company started in business. \_\_\_\_\_

Will your company agree to provide a 60 day time period from the date the equipment is installed to allow a trial period to ensure that the equipment is operational and compatible, before payment is rendered?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Where is your closest support facility/sales office? \_\_\_\_\_

Where is your headquarters office? \_\_\_\_\_

Is your company an equal opportunity employer?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

How many total employees does your company have? \_\_\_\_\_

How many support staff available over the phone to troubleshoot problems? \_\_\_\_\_

How many customers does your company currently service? \_\_\_\_\_

How many of these customers did your company install? \_\_\_\_\_

Please list your company's approximate annual sales for:

2002 \$ \_\_\_\_\_

2003 \$ \_\_\_\_\_

2004 \$ \_\_\_\_\_

Are all items quoted F.O.B. delivered Muskegon, Michigan, freight prepaid and allowed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have a toll free support line?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you maintain a 24 X 7 call in center for problems?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

What is your average response time (hours) for a telephone response to an initial service call? \_\_\_\_\_

What is your guaranteed maximum response time (hours)? \_\_\_\_\_

Do you plan to install the system(s) or use business partners?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please list any special capabilities or qualifications that you would like considered in evaluating your company.

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## APPENDIX E - Vendor References

All bidders must provide 5 project references of similar scope and size ***preferably public school installations:***

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_